



**GREEN BAY**  
**ADVENTIST JR. ACADEMY**  
**2022-2023**  
***STUDENT HANDBOOK***

**GREEN BAY  
ADVENTIST JUNIOR ACADEMY  
1422 Shawano Avenue  
Green Bay, WI 54303**

**School Office:** 920-494-2741

**Email:** [office@greenbayaja.org](mailto:office@greenbayaja.org)

**School Website:** <https://www.greenbayaja.org/>

**Like us on Instagram & Facebook:** Green Bay Adventist Junior Academy

**SCHOOL CLASS TIME HOURS**

Monday through Thursday: 8:00 am - 3:15 pm

Friday: 8:00 am - 2:15 pm

**ON-CAMPUS SCHOOL HOURS (Dress Code enforced)**

Monday through Thursday: 7:45 am - 3:30 pm

Friday: 7:45 am - 2:30 pm

School doors will not open before 7:45am so students should not be at school before that time. On standard school days all students must be picked up by 3:30pm Monday – Thursday and 2:30pm Friday. Students must arrive in uniform, and they may not change out of dress code unless they have written approval by parents and teacher (for job after school or afterschool activity).

## STAFF MEMBERS

<b>Secretary</b>	Ms. Madeline Konshak	<a href="mailto:mkonshak@greenbayaja.org">mkonshak@greenbayaja.org</a>
<b>Grades K-2</b>	Mrs. Carmen Magray	<a href="mailto:csmagray@gmail.com">csmagray@gmail.com</a>
<b>Grades 3-6</b>	Mrs. Vanessa Sloan	<a href="mailto:vsloan@greenbayaja.org">vsloan@greenbayaja.org</a>
<b>Grades 7-10</b>	Mrs. Amy Moreno	<a href="mailto:amymoreno@greenbayaja.org">amymoreno@greenbayaja.org</a>
<b>Grades 7-10</b>	Mr. Victor Villareal	<a href="mailto:victor@greenbayaja.org">victor@greenbayaja.org</a>
<b>AJA Treasurer</b>	Mrs. Micky Wilde	<a href="mailto:micky@pdsdentalequipment.com">micky@pdsdentalequipment.com</a>
<b>WPCP Administrator</b>	Mrs. Micky Wilde	<a href="mailto:micky@pdsdentalequipment.com">micky@pdsdentalequipment.com</a>
<b>WPCP Designee #1</b>	Ms. Madeline Konshak	<a href="mailto:mkonshak@greenbayaja.org">mkonshak@greenbayaja.org</a>
<b>School Board Chair</b>	Dr. Donnevan Blake	<a href="mailto:donnevan.blake@gmail.com">donnevan.blake@gmail.com</a>
<b>Senior Pastor</b>	Pastor Cory Herthel	<a href="mailto:gbsdapastor@gmail.com">gbsdapastor@gmail.com</a>
<b>Associate Pastor</b>	Pastor Kevin Moreno	<a href="mailto:kvnmrn87@gmail.com">kvnmrn87@gmail.com</a>

## SCHOOL BOARD MEMBERS

Donnevan Blake (Chair)	<a href="mailto:donnevan.blake@gmail.com">donnevan.blake@gmail.com</a>
Julia Jones	<a href="mailto:jlh254@gmail.com">jlh254@gmail.com</a>
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Micky Wilde, Treasurer	<a href="mailto:micky@pdsdentalequipment.com">micky@pdsdentalequipment.com</a>
Madeline Konshak	<a href="mailto:mkonshak@greenbayaja.org">mkonshak@greenbayaja.org</a>

# GREEN BAY ADVENTIST JUNIOR ACADEMY 2022–2023 CALENDAR

## AUGUST '22

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 - First Day of School (8:00 AM)  
25 - Beach Trip K-10

## SEPTEMBER '22

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 - Labor Day (No School)  
7-9 - Outdoor Ed (Grades 5-6)  
5-16 - MAPS Testing (Grades 3-10)  
23 - Track & Field, K-10

TBD - Hearing and Vision Test  
TBD - Apple Picking, K-10

## OCTOBER '22

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5-7 - LIFT Grades 7-10 (@ Camp Wakonda)  
14 - End of 1st Quarter  
17 - No School  
20 - P/T Conference (Dismiss at 11:30 AM)

TBD - Fall Week of prayer  
TBD - Picture Day  
TBD - Farm Wisconsin, K-6

## NOVEMBER '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3 - Teacher In-Service (Dismiss at 11:30 AM)  
23-25 - Thanksgiving Break (No School)

TBD - Picture Retake Day

## DECEMBER '22

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10 - AJA Christmas Program (10:45 AM)  
16 - End 2<sup>nd</sup> Quarter / 1<sup>st</sup> Semester  
19 Dec - Jan 1 - Christmas break (No school)

## JANUARY '23

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 - Classes Resume  
5 - P/T Conference (Dismiss at 11:30 AM)  
9-20 - MAPS Testing  
16 - M.L.K. Day (No School)

## FEBRUARY '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1 - WPCP Open Enrollment Starts  
6 - Education Fair, 1-10 (@ Wisconsin Academy, Kindergarten takes day off)  
7-10 - Spirit Week  
11 - Open House (6 - 8 PM)  
20 - No School

## MARCH '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 - Teacher In-Service (Dismiss at 11:30 AM)  
6-10 Spring Week of Prayer  
10 - 3<sup>rd</sup> Quarter Ends  
20-24 - Spring Break (No School)  
Mar 30 - April 1 - Music Fest, 5-10 (@ Wisconsin Academy)

TBD - Woodland Dunes (Grades TBD)

## APRIL '23

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Mar 30 - April 1 - Music Fest, 5-10 (@ Wisconsin Academy)  
7 - Junior Academy Day  
8 - Education Sabbath (10:45 AM)  
3-14 - MAPS Testing  
17 - No School  
21 - WPCP Enrollment Closes  
25 - Science Experience, grades TBD (@ Wisconsin Academy)  
Apr 30 - May 1 - Wisconsin Academy Days (@ Wisconsin Academy)

## MAY '23

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 - Teacher Appreciation Week  
Apr 30 - May 1 - Wisconsin Academy Days (@ Wisconsin Academy)  
23 - 8<sup>th</sup> Grade Graduation and School Awards Night (6:00 PM)  
24 - Last Day of School (Full Day)

Full Day of School	No School	Field Trips / Important Dates	WPCP Important Information	Early Release (11:30 AM)
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## STUDENT SUPPLY LIST 2022-2023

### KINDERGARTEN – GRADE 2

- ❖ Pencils
- ❖ Erasers
- ❖ Crayons, box of 48
- ❖ Markers
- ❖ Colored pencils, box of 8-16
- ❖ Fiskars scissor (please label with your name)
- ❖ Glue, white or clear
- ❖ Stick glue
- ❖ Scotch tape
- ❖ Kleenex, 1 large box
- ❖ Sleeping mat (Only Kindergarten)
- ❖ Pencil grips (available at School House)
- ❖ Grips with pre-formed finger spots work best
- ❖ 2 Dry erase markers
- ❖ Loose leaf paper, wide rule
- ❖ 1½” white 3-ring binder with clear front pocket
- ❖ Composition notebook, non-spiral
- ❖ Ruler, metric and inches (Only grades 1-2)
- ❖ Folders, 2 sturdy (Only grades 1-2)
- ❖ Spiral notebooks, 5 (Only grades 1-2)

### GRADES 3–6

- ❖ Packs of #2 pencils
- ❖ School supply box
- ❖ 2 black sharpie markers
- ❖ Mechanical pencils - Only grades 5 and 6
- ❖ 2 Erasers - Pink or white
- ❖ 2 highlighters
- ❖ Your choice of markers, crayons, and/or colored pencils
- ❖ 4 Glue sticks
- ❖ 12-inch ruler
- ❖ Pack of dry erase markers for student mini boards
- ❖ Scissors
- ❖ 3 Folders
- ❖ 2 Composition notebooks
- ❖ 4 Packs of loose-leaf paper (Please, no spiral notebooks)

- ❖ P.E. shoes
- ❖ 2 packs of sticky notes
- ❖ Earbuds or small headphones
  
- ❖ *Optional:*
- ❖ *Binder*
- ❖ *Binder dividers*
- ❖ *Organization bin for underneath student chair*

### GRADES 7–10

- ❖ P.E. clothing and shoes
- ❖ Scientific Calculator (recommend Texas Instrument TI30X, CasioFX-300, or CasioFX-115)
- ❖ 12” Straight edge ruler with inches on one side and centimeters on the other side.
- ❖ Transparent protractor
- ❖ 2 - 1 inch 3 ring binders white with clear sleeve on cover (Math & Science)
- ❖ 2 reams of loose-leaf college ruled notebook paper 200 sheets minimum (to be collected for classroom)
- ❖ 2 Mead Composition Notebooks- (For ELA and Bible)
- ❖ 4 College Ruled Spiral Notebooks (1 for each class: Bible, ELA, History and PE. Note: Please no "all in one" books)
- ❖ Red, Blue, and Black Pens
- ❖ 1 box of pencils
- ❖ 4 Black Expo Brand Dry Erase Markers (to be collected for Math Room)
- ❖ Headphones
- ❖ Pencil box (for carrying student’s art supplies from classroom to classroom)
- ❖ Scissors
- ❖ Markers
- ❖ Colored Pencils
- ❖ 3 highlighters assorted colors
- ❖ Eraser
- ❖ Glue stick

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# ***ABOUT US***

## **MISSION STATEMENT**

*“Developing leaders today who will walk with Jesus into eternity.”*

## **THE FOCUS OF ADVENTIST EDUCATION**

The primary objective of Adventist education is to lead students into a deeper relationship with Christ and equip them with the skills to be lifelong servants of God. The educational setting becomes the platform for growing disciples for Christ. Excellence in education is important because students are being educated to serve God all their lives.

Adventist education is much more than the rigorous academic standards and high student achievement.

- ❖ It is fostering a faith in God and a respect for all; building characters that will stand firm in a world of compromise.
- ❖ It is nurturing independent thinking and promoting a lifetime of service over selfish ambition.
- ❖ It is training young people for service to the world and to the church.
- ❖ It is commitment to educating the whole person – physical, intellectual, social, emotional, and spiritual.

Adventist education believes in creating experiences that foster a lifelong love of learning. The ingredients are simple:

- ❖ A Bible-based curriculum
- ❖ Current technology
- ❖ Interactive teaching strategies driven by scientific research
- ❖ A safe and secure environment where all abilities and talents are honored and accepted

## **ACADEMIC STANDARDS NOTICE TO PARENTS**

Green Bay Adventist Junior Academy adheres to the academic standards as designed and directed by the North American Division of Seventh-day Adventist Education Committee. Below you may find links to complete lists of both the standards at the elementary level as well as standards at the secondary level.

<http://adventisteducation.org/curriculum/elementary/standards>

<http://adventisteducation.org/curriculum/secondary/standards>”

## **ACCREDITATION**

The Green Bay Adventist Junior Academy is accredited by the Board of Regents of the General Conference of Seventh-day Adventists and the National Council for Private School Accreditation. The Lake Union and Wisconsin Conference Offices of Education conduct complete evaluations of the educational program on a regular basis.



## **GENERAL INFORMATION**

### **PARENT-TEACHER RELATIONS**

The AJA School Board and staff work hard to find ways to keep the lines of communication open with each other and our parents. Some of the ways we communicate information is through announcements in church, a weekly newsletter, emails, text, and visits with the teachers. We believe the more communication we are involved in, the less misunderstandings will occur. Parents are encouraged to communicate with our teachers about any issue or concern they might have.

At AJA, we would like to solve our misunderstandings or disagreements as the Lord instructed us in Matthew 18. The method is simple and direct:

1. Go to the parent/teacher\* and speak directly with him/her. If this step is successful, you solve the problem, and it need not become a big issue.
2. If this approach does not work, the parent can meet with the principal and teacher to resolve the concern.
3. If this does not resolve your concern you can speak to the superintendent about your concerns.

**\*Note:** Any concerns you may have about another student must be taken to either the teacher or the principal, never the student.

We pray we will never need to use these steps. However, we also believe, if we also pray the Lord will soften all our hearts to His will, there will be less need for these steps.

### **SCHOOL HOURS**

Monday-Thursday: School begins at 8:00 am and ends at 3:15 pm

Friday: School begins at 8:00 am and ends at 2:15 pm

Dress code on-campus school hours: 7:45 am-3:30 pm

School doors are open: 7:45 am- 8:00am

Once a student arrives on campus, AJA expects him/her to stay on campus, even before the actual school day begins. Security cameras monitor the doors at all times. If a parent needs to enter school at any other time, a doorbell is located on the right side of entrance doors; use this doorbell as a means to announce yourself.

School doors will not open before 7:45am so students should not be at school before that time. On standard school days all students must be picked up by 3:30pm Monday – Thursday and 2:30pm Friday.

### **SCHOOL CLOSINGS**

Due to inclement weather or other circumstances beyond our control, it may be necessary to delay the school opening time for the day, or to close completely. School administration will make a judgment call for school closing by 6:00 am on any school day. A parent notification via FACTS will be sent out to the parent cell phone number(s) and email that the school has on file, NBC26 also will be notified. If Green Bay Public and Private School District is not listed among those closed or having delayed opening, or you have not received a call/text from one of our staff, classes at AJA will start as usual.

## **SCHOOL VISITOR POLICY**

For purposes of this policy and its implementing procedures, any person other than a student or a school employee is regarded as a visitor. Visitors may include parents/guardians of students, School Board members, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses at Green Bay Adventist Junior Academy, interested citizens, etc.

Adventist Junior Academy welcomes visitors to our schools. To limit interruptions and distractions to teaching and learning and to maximize safety for all, persons who wish to visit a school campus, building or classroom are asked to comply with the following procedures:

- Anyone wishing to visit a school is asked to contact the principal and classroom teacher ahead of time to discuss the purpose of the visit and to establish a convenient time for both the visitor and the school.
- Visitors may be required to provide a photo ID before going into other areas of the building.
- Understandably, interactions between visitors and school staff and students will be limited.
- If a follow-up meeting with school staff is desired, the visitor will schedule it for a mutually convenient time.
- Parents or Guardians wishing to assist their student in preparing for the school day may do so before the final starting bell rings.

Parents or Guardians picking up their child at the end of the school day may assist their child in the hallway after the final dismissal bell rings.

## **LOCK -DOWN POLICIES**

Adventist Junior Academy is committed to the health and safety of our students as far as our ability and authority allows. With the increasing number of “lock-downs” we have had during past couple school years, we wanted to give you clarification of the procedures we have in place and let you know of the instances and methods by which we will alert you of a lock-down situation. In sending this letter, we wish not to alarm you, but to keep you informed and to reassure you that your children will be kept safe to the best of our ability.

In the event of a lock-down, our first method of communication with you will be to send out an email to inform you of the situation. Then, once it is safe and settled enough to do so, staff will send a text message to parents that are on their contact list letting them know all students are safe and accounted for. Most often, when the Police or school district call us to tell us of a lock-down, we are not given any information as to the nature or location of the emergency. Because of the unique nature of a lock-down, we ask that once you have been alerted of the lock-down you do not call the school or come to pick up your student as we need to keep our campus secure and lines open for Police or the Green Bay School District to update us on any changes to the lock-down order. During a lock-down, we do not allow anyone to leave the building or enter it, even parents. We also are not at liberty to release children until given all clear from Police or the Green Bay School District. When the lock-down has been lifted, we will let parents know via text message and email.

Certainly, each of us hopes and prays that these events never take place and that these procedures never find necessity to be carried out. However, the purpose of this letter is to communicate with you our desire to provide students with a safe and happy learning environment.

## HOME AND SCHOOL ASSOCIATION

The Home and School Association is maintained for parents and teachers, realizing that the success of the school depends on cooperation between them

*“In the formation of character, no other influences count so much as the influence of the home. The teacher’s work should supplement that of the parents but is not to take its place.” (Education, p. 283)*

The purpose of the Association is threefold:

- ❖ To bring into a closer relation the home and the school, that parents and teachers may cooperate in the spiritual growth of their children.
- ❖ To secure as far as possible the attendance of our children in one of our schools.
- ❖ To assist the School Board and faculty by supplying general equipment for the school.

## SCHOOL-SPONSORED FIELD TRIPS

Many educational benefits are derived from the regular field trips taken throughout the year. Chaperones supervise the students and take care for their safety.

AJA registration materials include a general form indicating approval from parents for these school-sponsored activities. Additionally, AJA school office will send a permission slip home with students prior to any field trip stating nature of field trip, dates, times, and designated drivers. AJA requires permission slip be signed by a parent and returned before student is allowed to participate in each field trip activity.

The School Board, as well as the Wisconsin Conference of Seventh-day Adventists, requires that all parents who drive students on a field trip maintain insurance coverage of **\$100,000-\$300,000 personal liability, as well as \$50,000 in property damage**. In compliance with State law, all students must wear safety belts; car seats may be needed, if required, due to age or weight.

## ASBESTOS INSPECTION

AJA has passed an inspection for asbestos. Test results are on file in the school office. AJA asks that parents direct requests to view or discuss details of this inspection to the school office.

## SUICIDE POLICY

Students will be required to undergo professional treatment should they attempt suicide or lead people to think they are considering harming themselves. These students may reapply when the licensed psychiatrist approves of their returning to school.

## POLICE AND LAW ENFORCEMENT

All alcohol/drug related incidents should be immediately reported to the principal. The possession, attempt to possess, or use of alcoholic beverages and/or drug or any narcotic substance on school property is prohibited. The same shall apply to all persons who sell the above products or their look alike in school or on school property. Anyone caught in possession of or consuming any form of alcoholic beverage, drug, or narcotic substance on school premises will be immediately dismissed or suspended and contact will be made with his/her parent/guardian, or other proper authorities. Students should be aware that violations of this policy also constitute violations of Chapter 331 of the Wisconsin Statutes, which provides for fines of up to \$2,500. This law not only prohibits use and/or consumption

of alcoholic beverages on school premises, but also applies while at school activities, and **law enforcement officials will be contacted to deal with these offenders.** Students who appear at any school event having violated this policy will be excluded from that activity and referred to the local police. All references to alcohol shall include other intoxicants as well as drugs or controlled substances. **In short, you may not only be suspended or expelled from school; you may go to jail.**

A dangerous weapon or its look alike is defined in state statutes and includes the following: Guns, knives, razors, martial arts equipment, metal belt buckles, and any other object that, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm. Disciplinary measures taken for possession or use of a dangerous weapon or look alike weapon may include suspension, referral to law enforcement authorities, and referral for expulsion. It should be noted that The Federal Gun Free Schools Act requires expulsion for no less than 1 year for anyone who is determined to have brought a weapon to school or a school function. Legal References: Wisconsin Statutes 120.13(l), 939.22(10), 948.60, 948.61, 921 (a) (3), 8921 (d) (1), 120.13 (1) (c) (2m), 120.13 (e), (2.) (b.), 120.13 (1) (g), 948.605(3)(a), 939.632.

If the police come to the school to arrest or question a student, the school will make every reasonable attempt to contact the parents. In the event a parent cannot be reached, the school board has given the school administration the authority to make the decision. In the event the parent(s) cannot be present, the principal will be present with the student and police.

### **FINES/ DAMAGE/ DESTRUCTION OF SCHOOL PROPERTY**

Students will be responsible for financial cost/restitution for vandalism or destruction of school property. These fines will be assessed on monthly statements.

### **WPCP STUDENT RELIGIOUS INSTRUCTION OPT-OUT**

*Parents of WPCP students have the right to opt their student out of direct religious instruction (i.e. Bible class, Bible study, and chapel). Parents must submit a written request at the beginning of the school year stating their desire to that end. Participation in all other classes, candid classroom discussions, etc., is required.*

- If a WPCP student's parents choose to opt out of direct religious instruction the student will be given an assignment at the discretion of their teacher which may include but is not limited to a handwritten report with a different topic for each month. The report would be a handwritten, four-page report on this topic, single-spaced and legible. This also will include at least three creditable references (i.e.: not Wiki) and properly cited. They also will need to make/create something from what they are reporting on. At the end of the month, they will give a verbal report to the class. **These assignments will take the place of the student's religious instruction grade.**

# **ADMISSIONS/ REGISTRATION INFORMATION**

# ***APPLYING***

## **ADMISSIONS**

Green Bay Adventist Junior Academy (AJA) admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities made available to the students at the school. The school does not discriminate because of race, color, nationality or ethnic origin in administration of its admissions policy, educational programs, financial aids, student aid or any other school program.

In its admission practices, AJA does not discriminate on the basis of sexual orientation, but does discriminate on the basis of sexual misconduct, which includes but is not limited to non-marital sexual misconduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Green Bay Adventist Junior Academy and the Seventh-day Adventist (SDA) Church.

AJA is open to all boys and girls of the Seventh-day Church who wish to do earnest and faithful work and desire to develop a Christian character. AJA is not limited to the children of Seventh-day Adventist parents but is selective. AJA is not equipped to accommodate students who have severe behavioral problems as it does not have a remedial staff that can meet the needs of a student with emotional or severe learning disabilities.

AJA administration reserves the right to place a student in the grade or coursework at which he/she can achieve his/her best work regardless of credits or coursework completed by the student at another school. This is accomplished through teacher recommendations, placement tests and consultations with a parent.

To be admitted into kindergarten, a child must be five years old by September 1 of the current school year.

All students and parents shall, by their signature, indicate that they have read and agree to the policies outlined in the pages of the *AJA Student Handbook* at the time of registration and before their admittance to school.

**Attendance at AJA is a privilege, not a right. The administration of AJA has the right to dismiss any student in order to safeguard the scholastic, spiritual and moral atmosphere of the school. Returning students may be denied admission at AJA based upon academic, behavioral or attendance concerns from previous school years.**

## **ADMISSIONS PROCESS**

### **New Admission to AJA:**

The AJA Principal/Administration will grant the student a *conditional acceptance* until the following required steps are completed:

1. Parents complete and submit the required Registration application.
2. Parents and prospective student meet with the AJA Principal/Administration and classroom teacher.
3. Parents complete Tuition Application or have completed a WPCP application. Financial Aid requests are sent to AJA finance committee for review.
4. The AJA school office requests and receives the cum-folder of each student applying for admission from school previously attended. Reviewed by Principal and School Board prior to final approval. \*

5. Parents and students review *AJA Student Handbook*, and sign and date the agreement contract.

\*Temporary conditional acceptance may occur for academic or behavioral concerns.

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

All new, Kindergarten and sixth-grade students are required to have a physical examination before the first day of school or, in the case of new students, by the end of September of the current school year. The only exception to this requirement is for those students who have had a physical exam the previous school year and the student's updated *Physical Examination & Health History Form* is on file in the AJA school office. AJA does not allow a student to enter school without first showing proof of having current immunization against diphtheria, pertussis, polio, tetanus, measles, rubella, hepatitis and varicella.

Applicants will be required to complete a Student Immunization Record and Physical Health History Form in compliance with the guidelines as mandated by the WI Department of Health Services.

## **TRANSPORTATION**

Green Bay is unique in the fact that public transportation is available to our students. This means, if a student lives two or more miles from the school, he/she is eligible for public transportation. To arrange for public transportation, make arrangements through the school office during your registration process. As a matter of courtesy, parents are asked to inform the bus company when their child will not be taking the bus to or from school.

**Ashwaubenon – West Green Bay:**920-496-3600

**Howard** - 920-434-5100

**Green Bay East – Transportation Department** - 920-448-2130

**First Student** - 920-468-651

## **WISCONSIN PARENTAL CHOICE PROGRAM (WPCP)**

The Wisconsin Parental Choice Program allows students from low-income families who reside in any city in Wisconsin except Milwaukee and Racine, to attend any participating private school at no tuition or registration charge if certain eligibility criteria are met. The parent will be responsible for purchasing, uniforms, transportation, gym clothes, social activities, and non-curriculum non-required field trips.

Open enrollment for WI Parental Choice Program occurs in the spring (**first weekday in February -ends on the third Thursday in April**).

All applications are completed online at: <https://sms.dpi.wi.gov/ChoiceParent/>

As a result of joining the Wisconsin Parental Choice Program, we have added a new term to some sections of our handbook. Whenever you see "Private Pay Students" mentioned, we are talking only about a student that is not part of the Wisconsin Parental Choice Program. If you see Choice students or WCPC students mentioned, then we are referring to students in that program. If neither is specified, then the section applies to all AJA students.

If a family applies but is not accepted into WPCP the family of a student may apply for financial aid.

In the event the family of a student is approved for the WPCP chooses not to accept the Choice Seat, the student is then considered enrolled as Private-pay student and the family will not be eligible to apply for AJA financial aid.

## **STUDENT WITHDRAWAL FROM AJA/ RE-ADMITTANCE**

In the event a family should withdrawal a student, the student will be officially withdrawn when one of the following is received:

- Formal records transfer request from another school
- Formal withdrawal document signed by a parent/ guardian indicating the student transferred to another school (Withdrawal form)
- Completed PI 1206 home-based private educational program registration form

In the event a family withdraws their student from AJA for any reason, either WPCP or Private pay, the family be required to complete a new school enrollment form prior to re-admittance.

In the event the parents of any student inquire to be re-admitted to the school, the parents and student may be asked to meet with the homeroom teacher and principal. All final approvals for re-admittance will be at the discretion of the AJA School Board.

In the event a WPCP Choice Seat student withdraws from AJA, and re-admittance is AJA Board approved, the student may not qualify for voucher funds. That decision is made by DPI dependent on the time frame the withdrawal/ re-admission occurs.



## ***FINANCIAL***

### **REGISTRATION FEE**

Registration fee \$60 per student, non-refundable.

### **2022-23 TUITION RATES**

Kindergarten:	\$3,500
Grades 1-8:	\$4,100
Grades 9-10:	\$4,725

Make checks payable to: Green Bay Adventist Junior Academy (or AJA)

Returned check fee: \$35.00

Due Dates: 15<sup>th</sup> of the month

### **TUITION DISCOUNTS**

Annual, Full Pay: 3% Discount

Multi-Family Discount: \$150 per each additional child

### **OUTSTANDING ACCOUNTS**

Families who fall two months behind on tuition payments will be contacted by the AJA Finance Committee to draft a payment plan. Families who fall three months behind will be asked to withdraw their child until the bill is paid. A student cannot begin a school year if the previous year's bill has not been paid. Diplomas remain unsigned and no records will be released until all bills are paid and classes are complete.

### **ADDITIONAL COSTS**

Although we are a private institution that requires tuition, there are additional costs throughout the school year that are not included in the tuition price. These activities may include, but are not limited to: Education Fair, Ski Trips, Music Festival, Mission Trips, Camping Trips, Outdoor Education.

If any cost creates financial difficulty for a family, please make your student's teacher aware, and the School Board will help make arrangements. Activity costs that are part of the curriculum do not apply to students in the Choice Program.

## ***FINANCIAL ASSISTANCE***

### **AJA FINANCIAL AID**

AJA is committed to help parents who have a desire to send their children to this school but find it difficult because of their present financial situation. Funding is made possible by generous donations from Wisconsin Seventh-Day Adventist Church members. The mission of the AJA School Board is to distribute these funds to families as a collaborative effort to offer a Christ-centered education for all students.

Families are not required to be members of the SDA church and are welcome to apply. Continuing students will be given priority and new applicants will be considered in the order that they are received. Please complete the Tuition Application for the financial aid eligibility assessment.

### **WITHDRAWAL TUITION REFUNDS - \*PRIVATE PAY STUDENTS ONLY\***

AJA will refund tuition payments on an adjusted and prorated basis if the student withdraws during the school year. AJA does not refund tuition for a partial month.

# CURRICULUM

# ***CURRICULUM***

## **CURRICULUM STATEMENT**

AJA is a ministry of the local Green Bay Seventh-day Adventist Church. The North American Division and Lake Union Conference of Seventh-day Adventists have developed a K-10 curriculum which AJA follows. This curriculum meets the necessary State requirements for certification, which includes subjects in the following areas:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>❖ Language Arts<br/>(Reading, English, Spelling, Handwriting)</li> <li>❖ Math</li> <li>❖ Science</li> </ul> | <ul style="list-style-type: none"> <li>❖ Music Instruction</li> <li>❖ Math</li> <li>❖ Computer</li> </ul> |
|--|---|

The Bible is a unique part of the AJA curriculum, and we integrate those teachings into the various subjects taught. AJA teaches the creationistic view to impress upon young minds the truth and meaning of man's existence as it applies to the whole of life. Jesus Christ, the incarnate God, is the central focus of all curriculum and activities at AJA, encouraging students to accept His offer of salvation and friendship.

## **TRANSFER OF CREDITS POLICY**

Grade Placement: Transfer students may be required to take a placement test. Kindergarten and first-grade students may be required to take a readiness test. Current transcripts, placement test results and teacher evaluation will determine credit transfer and grade placement of a student.

## **GRADING AND PROGRESS REPORTING**

Report cards are issued quarterly. However, as no written report can reflect the many aspects of academic growth, teachers and parents need to communicate on a continuous basis and share information and concerns. At the end of the first and second quarters, AJA Administration schedules Parent-Teacher Conferences; AJA urges parents to attend.

### **KINDERGARTEN CURRICULUM**

Bible	Math	Art
Language Arts	P.E.	Music: Chimes

### **GRADES 1-8 CURRICULUM**

Bible	Math	Science
Reading	Spelling	P.E.
English	Handwriting	Keyboarding
Music: Chimes (Grades 1-2)	Music Instruction (Grades 3-8)	

### **GRADES 9-10 CURRICULUM**

<b><u>EVEN YEARS</u></b>		<b><u>ODD YEARS</u></b>	
Yearbook	Yearbook	Yearbook	Yearbook
Bible II	World Geography	Bible I	World History
Geometry	Health	Algebra I	Physical Science
English II	P.E.	Technology	P.E.
Biology	Music Instruction	English I	Music Instruction

## **ACADEMIC PROBATION**

Student progress is available to parents through FACTS parent portal. In the event that a student in Grades 3-10 is in danger of receiving a grade less than a “C” in any three subjects at the end of a quarter, that a student be put on academic probation for the entirety of the following quarter. Academic probation means that

1. Students will daily write all assignments in an assignment notebook and mark on each whether it is completed and handed in or if it is to become homework. This assignment book is to be signed by the teacher and parent every day.
2. Students may be withheld from special extracurricular activities until which time it has been shown that improvement has been made in academic progress.
3. Students will be expected to maintain perfect attendance (i.e. no unexcused tardies or absences for any reason please see attendance policy p. 30).

If students in Grades 3-10 are failing three or more classes or they have been on academic probation three times (meaning three separate quarters) without success; administration may recommend for board vote that the parent withdraw the student(s) from Green Bay AJA and seek an alternative educational program.

## **TESTING**

As a part of the overall Wisconsin Conference, AJA administers intelligence and achievement tests 3 times a year to each pupil in grades 3-10, known as the MAPS Test along with state test administered in the Spring if required. The tests involve reading, spelling, grammar, punctuation, use of references and mathematics, and are used to provide information for effective educational guidance. These test results are available to parents at Parent-Teacher Conferences. The scores also become part of the student’s permanent record and are, therefore, confidential.

# **STUDENT CONDUCT AND POLICIES**

# ***STUDENT CONDUCT AND POLICIES***

## **STUDENT BEHAVIOR**

AJA adheres to the principles of Christian conduct. We emphasize honesty, courtesy, reverence, purity, and obedience. The *Bible* and the *Spirit of Prophecy* counsels form basic standards maintained in this school. Actions taken by the board or faculty will have the same authority as those published in this *AJA Handbook*. AJA expects all students to abide by the guidelines for good citizenship. A student who engages in any of the following practices seriously jeopardizes his or her privilege of entering or continuing in school:

- ❖ Undermining the religious ideals of this institution.
- ❖ Uncooperative/ defiant attitude displayed by the student or parents regarding school rules and principles.
- ❖ Using profane language; possessing or displaying obscene literature/pictures; indulging in lewd conduct or suggestions.
- ❖ Possession or use of tobacco, narcotics, or harmful drugs in any form.
- ❖ Gambling, or possessing gambling devices.
- ❖ Stealing, cheating; or dishonesty.
- ❖ Vandalism of the school facilities
- ❖ Possessing or using knives, firearms, firecrackers, or incendiaries of any kind.
- ❖ Bullying or injuring others.
- ❖ Any behavior out of harmony with the standards or basic philosophy of the school.

## **CITIZENSHIP PLAN**

Each student will begin the quarter with an “A” in his/her citizenship grade that is easy to maintain throughout the school year. However, if the student is involved in an incident resulting in a report, points will be lost from the student’s citizenship grade for that quarter. AJA will send a copy of the incident report home for the parents’ records.

Each letter grade is worth the following points:

- ⊖ A = 16-20
- ⊖ B = 11-15
- ⊖ C = 6-10
- ⊖ D = 1-5
- ⊖ F = 0

If a student loses 10 points, the Principal/Administration could request the student to appear before the AJA School Board, resulting in discussion/review of said behavior. If a student should lose enough points to receive an F in their citizenship grade for the quarter, the AJA Principal/Administration will suspend the student from school until the AJA School Board can meet. (Suspension days will be considered Unexcused Absences.) Probable expulsion may result.

The family of an expelled student may re-apply for admittance in a subsequent school year, after having addressed, in a satisfactory way with the school board, the issues that led to their expulsion. After required forms are complete, the AJA School Board will make the final decision as to whether to re-admit and allow the student to attend class again.

The following list is an example of the ways for which points may be lost during each quarter. There are incidents not specifically listed that may occur. The AJA Principal/Administration and teachers will address incidents during staff meetings.

### **One-point Loss**

- ❖ Dress code violations
- ❖ Chewing gum in school
- ❖ Minor incidents of disobedience
- ❖ Throwing items in class
- ❖ Use of caffeinated beverages on the school campus
- ⊞ Leaving classroom without permission
- ⊞ Invading other's personal space

### **Three-point Loss**

- ❖ Using any/all electronic devices, unless approved by the teacher or AJA administration.
- ❖ Playing electronic games
- ❖ Possessing gambling paraphernalia
- ❖ Unkind comments including but not limited to ribbing, sarcasm, or joking. Repeat offences will be 5pt deductions.
- ❖ Any violation to computer use policy.

### **Five-point Loss**

- ❖ Repeated violations of school regulations
- ❖ Immoral or indecent conduct
- ❖ Use of profanity or other swear words
- ❖ Intentional damage to school property
- ❖ Entering locked places without authorization
- ❖ Stealing, cheating, any form of dishonesty
- ❖ Possessing cigarette lighters, matches
- ❖ Use of skateboards or bicycles during school hours or inside school property.
- ❖ Insubordination and disrespect to teaching staff

### **Ten-point Loss**

- ❖ Possessing, using, or handling obscene literature, knives, firearms, other weapons, tobacco, drugs or narcotics, intoxicating beverages
- ❖ Fighting
- ❖ Threats to people or property in any form
- ❖ Leaving the school grounds without permission
- ❖ Absence from supervised areas without permission

### **Other**

⊞ Points also can be lost for improper touching, hugging, kissing, sitting on laps, sexual touching. (Number of points taken to be determined by seriousness of offense.)

AJA adheres to the principles of Christian conduct. We emphasize honesty, courtesy, reverence, purity, and obedience. The Bible and the Spirit of Prophecy counsels form basic standards maintained in this school. Actions taken by the board or faculty will have the same authority as



those published in this AJA Handbook. AJA expects all students to abide by the guidelines for good citizenship.

## **SOCIAL STANDARDS**

A friendly, wholesome association between young men and women is expected. Students will maintain Christian standards of morality in their relationships.

Adventist Junior Academy prohibits students from engaging in sexual conduct/activity. Sexual conduct/activity includes any consensual sexual behavior that occurs outside of marriage. This includes sexual intercourse, public displays of affection, intimate contact, homosexuality, or behavior that exhibits a same sex relationship, pornography, and actions (for example, spending the night with someone of the opposite sex) that may lead to situations of temptation, regret and immoral conduct.

## **ATTITUDES**

AJA expects students to always conduct themselves in harmony with the standards and spirit of the school. This demands maintaining a wholesome attitude toward the school faculty, other students and the school facility. A student whose progress or conduct is unsatisfactory, whose attitude is not in harmony with the standards or principles of the school or whose influence is found to be detrimental, will be disciplined, although there may have been no specific violation of any regulation or rule.

## **HARASSMENT AND BULLYING POLICIES**

Because we should treat others as we ourselves wish to be treated, any type of harassment, based on race, ethnicity, gender, national origin, religion, age, disability, or other legally protected characteristics. The school practices a **zero-tolerance policy** to harassment, bullying and/or intimidation inflicted verbally, in writing or electronically. **Students are encouraged to report any incidents of harassment, directed at them or someone else, to their teacher or to Administration.** The school will use all legitimate resources available, to protect the dignity and privacy of students, and to protect them from predatory behavior.

### **Sexual Harassment**

AJA is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all students and employees can study and work comfortably and productively. AJA prohibits any form of harassment or violence. Examples of prohibited behaviors include but are not limited to:

- Visual Contact - Suggestive looks, leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoon, posters, magazines, Facebook, Twitter or other social network postings.
- Written Contact - Sexually suggestive or obscene letters, notes, invitations or drawing. This also includes computer- or mobile phone-generated messages, emails or internet postings, text messaging or instant messaging
- Verbal Threat – Sexually suggestive or obscene comments, threats, jokes including those about racial and gender specific traits, any sexual propositions, as well as comments about another student's body that are negative or embarrassing.
- Physical Contact – Any intentional pats, squeezes, toughing, punching, pinching, repeatedly brushing up against another's body, assault or blocking free movement of any person.
- Verbal Harassment – Ribbing or joking, including sexually suggestive language.

**Harassment is cause for disciplinary and/or police intervention and could lead to a student being expelled from AJA and/ or face legal repercussions**

## **Bullying**

AJA is committed to making the school a safe and caring place for all students. We treat others with respect and kindness. AJA will not tolerate bullying in any form. Bullying is unchristian-like anti-social behavior and affects everyone. It is unacceptable and will not be tolerated.

Bullying is defined as following: Unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, belittling, or leaving someone out on purpose. Examples of prohibited behaviors include but are not limited to:

- Physical – Hitting, pinching, kicking, spitting, tripping, pushing or toughing inappropriately. It also involves interfering or damaging another person’s property and stealing.
- Verbal – Speaking to a person or about a person in a way unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors or making racist or familial remarks including jokes and slurs.
- Non-verbal – Behaviors that upset exclude or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, using technology to spread rumors, touching or showing someone private parts, etc.
- Intimidation – Behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting.

**These behaviors constitute violations of our harassment and bullying policies and are cause for disciplinary and/or police intervention and could lead to a student being expelled from AJA and/ or face legal repercussions.**

The followings steps will be taken as appropriate when dealing with incidents that involve harassment and/or bullying to any degree:

1. A clear account of the incident will be recorded and given to the principal
2. The principal will interview all concerned and record the incident
3. All parents of students involved will be contacted with letter and/or phone call

Punitive measures will be used as appropriate and in consultation with teachers, school board and parents. Consequences for harassment and/or bullying may include but are not limited to:

- Official warning
- Meeting with the School Board
- Exclusion from certain activities, e.g. recess, field trips
- In-school suspension
- Out-of-school suspension
- Expulsion
- Law Enforcement being called

## **AJA SCHOOL DISMISSAL PROCESS**

There are times it may be in the best interest of a student and/or AJA that a student is asked to leave the school for the remainder of the day. Dismissal is at the discretion of the AJA Principal & Teacher. Student and teacher will fill out an incident report & response form along with a personal responsibility plan prior to the student returning.

## **SUSPENSION**

The principal has the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. Suspension lengths are determined by the principal and depend on the severity of an act. Suspended students cannot participate in any school activity on or off campus. The student is prohibited from being on school property until a conference has been held with the parent/guardian.

AJA Principal/Administration requires the following steps met prior to any student returning to AJA after a suspension:

1. The Principal/Administration, classroom teacher, parent and student meet and discuss any issue of concern and resolve the problem.
2. Concerns are listed on the Personal Responsibility Plan and signed by all parties in attendance at the meeting prior to returning the student returning from their suspension.
3. Should the student's behavior not sufficiently change there will be a further meeting with the board, principal, parents, and student to decide if the student should remain at AJA.

## **PROBATION**

Students may be placed on probation for persistent or repeated behavioral issues. The principal reserves the right to place a student on probation for academic or behavioral issues. It is at the determination of the principal to determine the length of a probationary period.

## **EXPULSION**

Expulsion is the legal termination of a student's privilege to attend school. Only the Principal and School Board can expel a student. In the case of non-Choice students, official transcripts will be released only after all outstanding financial obligations (tuition, fines, etc.) have been met and all school property (books, etc.) have been returned. School property not returned is subject to fees. Any student expelled or withdrawn may not be on AJA school property or be present at school functions without permission of the Principal and School Board. An expelled student may re-apply in a subsequent school year. However, AJA reserves the right to deny re-admittance to students formerly expelled from AJA.

## **DUE PROCESS**

Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed and handled by the Principal and School Board. They must be in writing within five (5) days of the decision.

## **STUDENT LOCKERS**

Lockers are the property of AJA. The Principal/Administration and/or classroom teachers will assign students lockers for use during the school year. The principal and teaching staff have the right to search lockers for any reason. The Principal/Administration and/or teachers reserve the right to search lockers at any time, with or without the student being present.

AJA does not allow locks to be placed on lockers. Care of the locker is the student's responsibility.

## STUDENT CAR POLICY

To have a vehicle on campus, a student should abide by the following:

- An AJA Parking Permission Slip Application that is signed by the student and their parents is on file with the school office. AJA Administration to approve applications and issue parking permission slips.
- Written permission is required from parents/guardians of all carpooling students.
- Couples carpooling alone are not permitted.
- Cars must be parked in designated spots.
- Vehicles cannot be loaned out for other students to drive.
- Students may not drive to and from any school event or function.

Unauthorized loitering in and around cars is subject to discipline. Vehicle violations may result in the loss of vehicle privileges. The school does not assume responsibility for a student's vehicle.

## LUNCH POLICY

In keeping with Scripture (Leviticus 11 and Deuteronomy 14), the Green Bay Adventist Academy discourages the use of unclean meats. Parents who choose to provide meat products in their child's lunches are encouraged to provide only kosher meats, avoiding any pork, ham, fish without scales, or shellfish. This is to include lunches provided for school, field trips, or other school events.

A vegetarian hot lunch is provided for students and staff one or two days each week, dependent upon volunteer cooks to prepare it. This special hot lunch is provided to students and staff at no cost. For students who bring their lunch, our school refrigerator and freezer will not be available. Students should bring ice packs in their lunchboxes for items that need cooling. Parents should provide napkins, utensils, food, and drink. Microwaves are available for heating prepared food with a teacher's supervision. Caffeinated beverages of any kind are prohibited.

## MEDICATIONS

If a student is to take any medication during the school day or during school hours, a note from the parent must be on file. The medication will be kept under lock and key; a teacher or school office personnel will dispense medication as directed.

- All medications must be brought in by the parent or guardian, not the student, in their original containers.
- All medications are to be kept in the office. **Students are not allowed to keep medications on themselves, in their locker, backpacks or desks.**
- All medications require a written note with parent signature with administration instructions.
- Parents have two weeks at the close of the school year to pick up any unused medications or they will be discarded.

### Prescription Medications:

- The student's medical provider must sign the medical provider's order on the medication consent form, along with instructions on how the medication is to be administered and when. Parents also must sign the medication consent form.
- The parent must notify the school in writing of any changes in the prescription medication and will require a new medical provider's order.

## **SICK CHILDREN**

When a child has a high temperature, diarrhea or vomits, parents will be contacted to pick up their child from school. If the child states they are not feeling well, the parents will be contacted about the situation to make an appropriate decision. For either situation, if parents are not available, the emergency contact will be notified.

- Students with strep throat are not to return to school until after taking antibiotics for 24 hours.
- Students that have pink eye cannot return to school until after undergoing the eye drop treatment for 24 hours.
- Students who test positive for COVID-19 cannot return to school until the appropriate 10 day quarantine has been completed or otherwise directed by the student's primary care provider.

## **LICE POLICY**

When a student is found to have lice or nits, the parents must contact the school immediately. A head check on students and staff may be done at that time. If a student is found to have lice or nits, their parent will be called, and they will have to go home. A student with lice or nits may return to school only when they have been fully treated and there are no more lice or nits. Written permission may be required from their doctor.

## **ELECTRONIC DEVICES**

Adventist Junior Academy understands the desire of students to carry electronic devices, but also recognizes a need to have rules relating to use of devices while within the school building.

- ❖ Student is to turn into their teacher or the school office his/her cell phone, smart watch, and any/all other electronic device(s) once the student arrives at school. All electronic device items may be retrieved after school is dismissed prior to student leaving school.
- ❖ AJA does not allow text messaging during school hours.  
**Note:** AJA staff will confiscate cell phones, or any other electronic devices not turned in during school hours, resulting in loss of electronic device privileges. AJA office will contact the student's parents to make them aware of said violation; parents will need to pick up confiscated item(s) from school office.

## **TELEPHONE USE**

Telephone use is restricted to teacher business and emergency calls only. Students needing to use the telephone, or a personal cell phone must have a teacher's permission. Make travel arrangements with students prior to school hours. Unless an emergency arises, parents wishing to contact a student should leave a message with the school office. Messages received during the day will be relayed to the student prior to dismissal for that school day. Due to time constraints, email messages are not checked frequently — it is best to call/text the school office to leave any message pertaining to the current school day.

## **INTERNET AND COMPUTER USE GUIDELINES**

AJA is pleased to offer their students access to the school network for computer use. We are very excited about some of the powerful advancements we have been able to make in technology. However, as with any new experience, we are carefully monitoring the program to insure appropriate use of these state-of-the-art tools.

AJA has actively taken steps to monitor students' use of the Internet. Filters have been installed to control access to certain files, websites, and chat lines that have no educational value.

Use of the computers and internet is a privilege and not a right – AJA reserves the right to revoke a student's computer use if deemed necessary. Violation will result in a loss of access and any result in other disciplinary or legal action.

In accordance with student rights and responsibilities, the following are not permitted:

- ❖ Sending or displaying offensive messages or images
- ❖ Using school computers for personal use of Email or IM communications with others without the permission of the teacher (during or after school hours).
- ❖ Use of chat rooms
- ❖ Using obscene language
- ❖ Harassing, bullying, insulting, or attacking others
- ❖ Damaging computers, computer systems, or computer networks.
- ❖ Violating copyright laws
- ❖ Using another's password
- ❖ Trespassing in another's folders, work, or files
- ❖ Intentionally wasting limited resources (downloading music, online games, etc.)
- ❖ Employing the network for commercial purposes
- ❖ Intentionally gaining unauthorized access to network, computer, or system directories, resources or entities.
- ❖ Knowingly accessing inappropriate material or delving deeper into inappropriate information access accidentally.

## ***ON-CAMPUS DRESS CODE***

### **DRESS CODE**

Adventist Junior Academy strives to educate the whole person: body, mind, and spirit. It is our goal to create an environment where minimal distractions exist, such as fashion competitiveness and statements. It is with this in mind that Adventist Junior Academy has adopted a uniform policy to address the following:

- ❖ Reduce superficial competitiveness in dress among the student body
- ❖ Encourage a focus on the character of students, rather than fashion
- ❖ Maintain a proper academic tone within the school family
- ❖ Encourage a collective uniformity and school spirit for the student body

**All students are required to follow the dress code during on-campus school days during school hours, or when participating in school functions (as directed). The AJA School Administration/School Board reserves the right to interpret and/or make changes at any time to the dress code as outlined below.**

### **SCHOOL UNIFORMS**

School uniforms, when purchased new, can be found in a store department's "approved school uniform apparel" section or something similar. We recognize that fabrics may change from year to year, but the underlying desire of AJA is that all clothing be clean, in good condition, modest and of appropriate size and fit without being too tight or baggy. Shirts must cover the midriff. Skinny jeans and form-fitting, spandex-laden denim is unacceptable.

#### **Uniform Shirts**

- ❖ **Polo-style shirt** (will be referred to as "polo" throughout this policy) – without logos or emblems, and no pockets. The collar has a short, buttoned front placket. The polo shirt may be long or short sleeved. Polo shirts may or may not have the AJA logo.
- ❖ Oxford shirt – buttoned down the front (short or long-sleeved)
- ❖ Choice of any SOLID color
- ❖ Long sleeved-shirts worn under short-sleeved polos must be a solid color without designs.

#### **Uniform Slacks/Pants**

- ❖ A waistband is required on all slacks/pants
- ❖ All slacks/pants are to be worn at the natural waistline
- ❖ Choice of solid colors: Khaki, Navy, or Black

**NOTE:** No cargo pockets.

#### **Uniform Capri Pants/Bermuda Shorts**

- ❖ Capri pants/Bermuda shorts may be worn in **May, August, and September**
- ❖ Choice of solid colors: Khaki, Navy, or Black

**NOTE:** Adventist Junior Academy defines a modest length in the pants/shorts as being no more than two (2) inches from the top of the kneecap.

**NOTE:** Students are not to wear Capri pants/Bermuda shorts with pockets sewn on outside back or sides.

### **Uniform Skirts/Jumpers**

- ❖ Skirts/jumpers may be worn during school hours
- ❖ Choice of solid colors: Khaki, Navy, or Black

**NOTE:** Adventist Junior Academy defines a modest length in skirts/jumpers as being no more than two (2) inches from the top of the kneecap.

### **Uniform Belts** (If students choose to wear belts)

- ❖ Belts must be worn in belt loops
- ❖ Belts must be of a solid material
- ❖ Choice of solid colors: Black, Navy or Dark Brown

**NOTE:** Students are not to wear belts that contain metal knobs, spikes, multi-colored designs, unnecessary or large holes, wording, or excessive buckles.

### **Uniform Sweaters/Lightweight Jackets** (worn over polo or oxford shirts with/without school logo)

- ❖ Sweaters/lightweight jackets may be cardigan, V-neck, zippered or pullover
- ❖ Cardigans / sweaters without hoods may be worn in the classroom during the school day.
- ❖ Choice of colors: Solid Colors
- ❖ AJA Logo sweaters/ lightweight jackets allowed, no other logos or print (Pathfinder logos and other Adventist groups are accepted).
- ❖ Hoodies/jackets must be kept inside student lockers during school, with the exception of P.E. and recess.

**NOTE:** Students may wear solid color, sweaters during on-campus school days but no hoods can be up inside. Students may not wear hoods upon the head during on-campus school days.

### **Uniform Shoes and Socks**

- ❖ Closed-toed tie shoes, flats, or clog shoes are to be worn with socks, nylons, or tights. High-heeled shoes are not allowed
- ❖ Shoes and socks are to be worn at all times.
- ❖ Laced shoes are to be tied
- ❖ Nylons/stockings are to be plain with no designs, patterns or seams
- ❖ Choice of solid colors (socks or tights): – Solid Color

**NOTE:** Students are not to wear shoes with cleats, wheels, blinking materials, flip-flops, or sandals.

**NOTE:** Boots are not ever to be worn inside. During winter months, students must have tennis shoes or other close-toed uniform shoes to wear while inside the school building.

### **Uniform P.E. (Grades 3-10)**

- ❖ Shirts/sweatshirts with/without hoods may be worn only for P.E. activities (indoor or outdoor)
- ❖ Shorts/sweatpants may be worn only for P.E. activities (indoor or outdoor)
- ❖ Shoes: Footwear should be appropriate for the planned activity.
- ❖ Tennis shoes with ties are required for any indoor (gym) P.E. activity.

**NOTE:** Students are not to wear hard-soled shoes, shoes with cleats, backless shoes (clogs), shoes with wheels, flip-flops, or sandals for indoor (gym) P.E. activities.

**NOTE:** Students are not to wear shirts/sweatshirts and shorts/sweatpants that have print or pictures on them.



### **Football Fridays**

- ❖ Football jersey (or other sports-related jersey or shirt) – students are not to wear too short, long, baggy, or tight-fitting jersey or other sports-related jersey or shirt.
- ❖ Jeans (acceptable) – students are not to wear baggy, tight, low-cut, or cargo-pocketed jeans.
- ❖ Capri pants or Bermuda shorts (acceptable) – Students are not to wear baggy, tight, low-cut, or cargo-pocketed Capri pants or Bermuda shorts (Acceptable Capri pants or Bermuda shorts may be worn only in **May, August** and **September**).
- ❖ The principal will determine and announce dates for Football Fridays.

### **Jewelry**

AJA does not permit jewelry of any kind on the AJA school grounds during school hours, or at any school-sponsored off-campus function. Jewelry includes metal, plastic, rubber, leather, or cloth of any kind, and is not limited to the following:

- |                                    |                                 |                    |
|------------------------------------|---------------------------------|--------------------|
| ❖ Rings                            | ❖ Anklets                       | ❖ Bracelets        |
| ❖ Earring(s)                       | ❖ Necklaces                     | ❖ WWJD             |
| ❖ Spacers, studs, or similar items | ❖ Positive promotion wristbands | ❖ Friendship bands |

In the event an item is confiscated, the student's parents can retrieve the item from the AJA school office.

### **Make-up**

Appropriate make-up must not be obvious, and student should apply it at home. Make-up is not to be brought to school or applied in the school restrooms. Mascara is allowed, but dark, thick, or sparkly eyeliner/eye shadow is not permitted. Clear or natural-looking fingernail polish is allowed. (Boys are not permitted to wear make-up or fingernail polish.)

### **Hair Styles/Accessories/Hats**

- ❖ Male hair length should be no longer than the top of the shirt collar. Hair (male and female) should not hang in the eyes.
- ❖ Hair color must be a natural hair color
- ❖ Students are not to wear hats or caps indoors during any on-campus school day.
- ❖ Female students may wear headbands of acceptable width and in solid colors only. Bows are also acceptable.
- ❖ Choice of solid colors (headbands)

**NOTE:** Students are not to wear animal ears or bedazzled headbands/ pompoms

**NOTE:** Students are not to wear scarves indoor during any on-campus school day.

**NOTE:** Students are not to wear beaded headbands.

## **DRESS CODE VIOLATIONS**

The dress code should not be an issue. In the event a student is in violation of the dress code during any on-campus school day, the violation will be dealt with by the staff. If recurring violations happen the parent and student will be asked to meet with the principal to deal with the situation.

## ***ATTENDANCE REQUIREMENTS***

In the event a student will be tardy or absent on any school day, the parents are expected to notify the AJA School Office. Failure to do so may result in an unexcused absence. Excessive tardiness or absences may require the principal, parents, and student to meet to resolve the situation.

### **TARDINESS**

Adventist Junior Academy believes the classroom experience cannot be duplicated. Students should be at school, on time, and prepared for school every day. An exception would be in the case of illness, family emergency, religious or national holiday, or a school-sponsored event. Parents should attempt to schedule appointments after school hours. When a student arrives at school, the student should go to his/her classroom and sit quietly at their desk, unless the teacher directs otherwise.

A student will be considered tardy if the student is not in his/her classroom when the first class of the day begins.

### **ABSENCES**

Adventist Junior Academy reserves the right to declare an absence excused or unexcused. On the day the student returns to school after his/her absence, he/she is to present a written excuse signed by the parent to the classroom teacher. In the event a student is absent more than three (3) consecutive days, the student is to present a doctor's excuse to the classroom teacher. Parents should not expect teachers to assist pupils in making up work due to an absence which does not have a valid excuse.

Absences/tardies may be excused for illness, family emergency, medical appointment, unexpected and unforeseen car (limit one day)/bus trouble, poor road conditions or such similar circumstances. Absences/tardies will not be excused for family vacations, missing the bus or unpreparedness.

AJA will not permit any student to leave the school grounds during the on-campus school day without permission of the classroom teacher *and* consent of a parent. Work may or may not be accepted or made up if the absence is unexcused. The teacher's classroom policy for late work will apply.

All work missed due to a pre-arranged absence is due the day of return to school unless prior arrangements have been made with the teacher. The maximum number of days to submit work missed must not exceed the number of days missed for the absence. Student's work should stay current in the classroom in addition to completing missed days' work. (Ex: If student is gone one day, AJA allows one day to make-up work.)

Students who have a pattern of unexcused absences or repeated tardiness will be referred to the School Board and may be subject to disciplinary action.

### **TRUANCY**

AJA considers a student "truant" if he/ she is absent without an acceptable excuse for all or part of one or more days during which school is held. AJA defines "part of the day" as missing two hours of classroom instruction. A student (grades K-10) is defined as any child registered to attend classes at AJA. Students who have a pattern of "truancy" will be referred to the School Board, and may be subject to disciplinary action, including expulsion.

In the event a student is classified as "truant", school personnel will notify the parent(s) to return the child to school or provide an excuse. Initial notification to the parents(s) will be made by personal contact, text

message, email, or telephone call. Mail contact will only be used as a means of notification if there has been no response from personal contact notification methods within two days during which school is held.

AJA will consider a student as “habitually truant” when he/ she is absent without an acceptable excuse all or part of five (5) or more days in a school semester. AJA defines ‘part of the day’ as missing two hours of classroom instruction. When a student is deemed “habitually truant” it will be brought to the attention of the AJA School Board to discuss further action.

In the event a student is classified as “habitually truant”, school personnel will notify the parent(s) of the student. If deemed necessary, a truancy referral may be made by AJA personnel, against the student, to the juvenile court intake worker or municipal court (per Wis. Stat. sec. 118.16(5)).

AJA personnel will make every attempt to work with the student and family to rectify truancy issues but will be required to work within the scope of Wisconsin Statutes, sections 118.516.

## ***CLOSING REMARKS***

### **HANDBOOK CHANGES**

Situations may arise that require the AJA administration to interpret the *AJA Student Handbook* in a manner that takes into consideration the safety of the student(s), and soundness of the school curriculum. If it becomes necessary to add, amend, change, or eliminate in part or whole any section, and time permits, administration will take the matter before the AJA School Board before making any changes.